

The logo for eVA is located on the left side of the page. It features the letters 'eVA' in a bold, green, sans-serif font. The 'e' is lowercase and the 'VA' are uppercase. The logo is partially enclosed by a blue and green curved shape that resembles a stylized 'V' or a swoosh. The background of the left side of the page is a blue and green gradient with a wavy, concentric pattern.

# **eMall 2011 Upgrade Notes**

*a review of the system changes*

## **eMall 2011 Upgrade Notes**

On the weekend of December 3<sup>rd</sup> the eMall (Shop Now) component of eVA will be upgraded to a new version. While the basic functionality of Requisitioning, Approving, Integration, Ordering, Receiving and Profile Updates has not changed there are some significant look-and-feel changes (screens, navigation) and some new functionality as well. This document provides an overview of these changes in a before-and-after approach to help users transition to the new version.

### **Summary of Changes/New Features**

- 'Dashboard' look replaces the 'Swoosh' page
- Windows and tabs give quick access to...
  - Requisitions by status, Quick Quote transactions, Approvals and Orders*
- "Recently Viewed" gives quick access the last five items you worked on
- Search improved to easily search for *ANYTHING*... requisitions, orders, receipts, etc.
- New Catalog Search engine...
  - Smart logic: stem search, fuzzy search, compound words
  - Word Filters: easy reference words on left to narrow search
- Shopping Cart view now optional
- Attachments separated from Comments
- Checkout screen button goes directly to Non-Catalog item screen
- Approvers now have easy access to Accounting Codes
- Label functionality replaces Folders... similar yet different
- Labels are optional and can be applied while in the Requisition.

## Dashboard View

Currently the first screen of the eMail, commonly referred to as the 'Swoosh' screen, provides centralized access to all of the features of the eMail. Similarly in the new version the initial screen will also provide access to all eMail functionality but it differs in the style and appearance. Called a 'Dashboard' this new screen brings functionality right to the top.

Here is a screen comparison of the current 'Swoosh' to the new 'Dashboard'; *just follow the numbers below.*

### Current eMail 'Swoosh' Screen

**Navigation Menu:**

- To Do**
  - Approve Requests (8)
  - Watch Requests (8)
- Status**
  - Composing (8)
  - Submitted (6)
  - Approved (96)
  - Denied (4)
  - Collaborating (4)
- Create**
  - Requisition
  - Company eForm
- Explore**
  - Searches
  - Catalogs
  - Folders
- Report**
  - Reports
- Receive**
  - Purchase Orders
- Reconcile**

**System News:**

Welcome eVA Buyer! Make ordering easy!

- State Contracts
- Catalog Vendors
- Vendor List
- VITA Contracts
- Training Guides

Note: All links open a new window!!

### New Dashboard Screen

**Navigation Bar:**

- My Home
- My Orders/My UPs
- My Approvals
- My Quick Quote Req's

**Common Actions:**

- Create
  - BuySense Profile
  - Requisition
- Manage
  - Receive
  - Reports

**News:**

Welcome to the New eMail

Watch here for eVA Information and Alerts

"What's New in the eMail"

**Recently Viewed:**

- PR569912 CSPL-2823
- PR570311 UAT...ue 76 CJ Test
- PR569249 400 Test - JK
- PR569253 400 Test 5 - JK
- PR547279 Kim\_Test\_3\_1130

**Requisitions-Composing:**

ID	Date Created	Status	Title	Total
PR570311	7/18/2011	Kemper, Gail	Collaborating	UAT Issue 76 CJ Test
BUY5541890	7/8/2011	testp5, uat	Submitted	Untitled Buysense Profile
TS841244	6/6/2011	LiJohn	Submitted	5/23/2011 - 5/28/2011 Hours For LiJohn: Order EP557013
PR569912	6/3/2011	Rodriguez, Angel	Submitted	CSPL-2823

**Requisitions-Submitted:**

ID	Date Created	Status	Title	Total
PR570509	9/21/2011	Composing	Office Supplies for Nancy White	
PR570484	9/7/2011	Composing		
PR570229	7/11/2011	Composing	Script 2601	\$0.00000 USD
PR569680	5/18/2011	Composing	Copy of Script 2601	\$990.00000 USD
PR569696	5/18/2011	Composing	Vanessa test 1	\$10.00000 USD
PR569599	5/13/2011	Composing	test	\$10.00000 USD

**Requisitions-Denied:**



ID	Date Created	Status	Title	Total
PR542876	3/16/2009	Denied	SP32-Script 4 - Defect Script	\$20.48000 USD
PR540506	1/26/2009	Denied	Mon. Jan.26 - CSPL 785 #11	\$417.21000 USD
PR550454	6/8/2010	Denied	Script 215 - don't approve until 6/9	\$139,680.00000 USD
PR550469	6/8/2010	Denied	Script 217 - approver-DENY PR 6/9	\$139,680.00000 USD
PR558859-V2	4/11/2011	Denied	CSPL-2815-picking MA that will expire in ADV today	\$90.00000 USD

**My Documents:**

ID	Title	Date	Status
PR569492	CSPL-2788 - ACP	5/6/2011	Receiving
PR569528	test 1	5/10/2011	Received
PR569530	Test 2	5/10/2011	Received
PR569599	test	5/13/2011	Composing
PR569680	Copy of Script 2601	5/18/2011	Composing
00560606	Vanessa test 1	5/18/2011	Composing

## Other new features that the 'Dashboard' provides:

### Top of screen:

- Tabs to access Quick list pages
  - *My Orders/My UPs* – 'Orders this quarter', 'Orders last quarter', 'Orders this calendar year' & 'User Profile updates'
  - *My Approvals* – 'To Do' for pending Approvals, 'Requisitions I Approved this calendar year'
  - *My Quick Quote Req's* – Quick Quote's in 'Composing', 'Submitted' and 'Ordered this calendar year'
- Menu Bar (under Tabs)
  - *Create* – Requisition , BSO Profile (not all users have BSO)
  - *Search* – access search screens specific to Catalogs, Orders, Requisitions, Receipts, etc.
  - *Manage* – quick access to Receiving and Operational Reports
  - *Recent* – shows last five transactions accessed
  - *Preferences* – same as current eMail to delegate authority, change your profile, email notification preferences, etc.
- Icons
  -  *Configure Tabs* – allows you to change your dashboard content... **Not Recommended**
  -  *Refresh* – makes the system update the content of your 'quick list' windows. Note: the system will also automatically update these lists every 15 minutes.

### Left side of screen:

- News: this is where eVA notices and alerts will be posted
- Recently Viewed: shows the last five transactions accessed

### Center of screen:

- My Documents: lists all of your transactions, regardless of status. This is the same list that is currently displayed when you click on the 'Status' link from the 'Swoosh' screen.

## Creating a Requisition

The process for creating a Requisition remains the same. There are changes in appearance, some minor functional differences and some new features. The following screens will highlight the more significant changes.

### Requisition Header Screen

**Shopping Cart**

- 1 Add Title
- 2 Add Items
- 3 Add Accounting Details
- 4 Checkout

**PR561222: Untitled Requisition**

Items: 0 Total: \$0.00000

**1 Add Title**

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shipping, and delivery information apply.

Title: Untitled Requisition

On Behalf Of: Kemper, Gail

Entity Code: P194 [ select ]

Fiscal Year: 2012 [ select ]

Agency: (no value) [ select ]

PO Category: R01 [ select ]

Header Cross Reference: test 2

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

My Labels: ☐ Apply Label...

Next > Exit

**PR570681: eMail Upgrade Comparison**

Items: 0 Total: \$0.00000 USD

**NEW**

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shipping, and delivery information apply.

Title: \*

On Behalf Of: Kemper, Gail

Use PCard: ☒

PCard number: 9r1Pcard

Entity Code: P194 [ select ]

Fiscal Year: 2012 [ select ]

Agency: (no value) [ select ]

PO Category: [ select ]

Header Cross Reference: test 2

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

My Labels: ☐ Apply Label...

Next > Exit

### Add Items Screen

**Shopping Cart**

- 1 Add Title
- 2 Add Items
- 3 Add Accounting Details
- 4 Checkout

**PR561222: eMail Upgrade Comparison**

Items: 0 Total: \$0.00000USD

**2 Add Items**

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Keywords: [ Search ] [ Reset ] [ Options \* ]

Favorites: [ Recent Choices - ] [ Exclude Words ]

Contract Number: [ Select - (18 choices) ]

Supplier: [ Select - (>20 choices) ]

9,021 items found

Contracts (5)

Mandatory (2) Optional (1) Agency Specific (2)

PunchOut Catalogs (1454)

Punchout (1454)

Apparel and Luggage and Personal Care Products (513)

Chemicals including Bio Chemicals and Gas Materials (1454)

Defense and Law Enforcement and Security and Safety (23)

Electronic Components and Supplies (13)

Printed circuits and integrated circuits and microassemblies (13)

Keywords (And) Keywords (Or) Exact Phrase Exclude Words

Additional Recycled/Green Product Supplier FPN Contract Type Small Business Woman Owned Business Service Areas Minority Owned Business

Contract Number Supplier Supplier Part # Manufacturer Mfg. Part # Price ETA (Days) Language Type Name Custom Views Show all search options Hide search options Saved searches Save current search...

Create Non-Catalog Item

View By: [ Category ]

**PR570681: eMail Upgrade Comparison**

Items: 0 Total: \$0.00000 USD

**NEW**

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. ...

Catalog Home

Catalog [ Search ] [ Options ]

Supplier Part #: [ Select ]

Additional Supplier Part # Manufacturer Part # Saved searches Save current search...

Contracts (4)

Mandatory (2) Optional Source (1) Agency Specific (1)

Purchasing Agreement (1)

PunchOut Catalogs (5)

9r1 description 1 VDC punchout vendor at DGS-DPS-OGC-VDC-SURPLUS-ISS

shelf at DGS-DPS-OGC-VDC-SURPLUS-ISS

aisle at DGS-DPS-OGC-VDC-SURPLUS-ISS

Punchout (5)

VITA Contracts

Contingent Labor (1)

Mandatory (1)

Optional (1)

Agency Specific (1)

Chemicals including Bio Chemicals and Gas Materials (1)

Other (1)

## Add Non-Catalog Item Screen

**PR561222: eMail Upgrade Comparison**

Items: 0 Total: \$0.00000USD

**2 Add Non-Catalog Item**

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: Printer, laser with extra cartridges

Commodity Code: Computer printers, Laser printers ( 20477 )

\*Supplier: ABACUS CORPORATION

Contact: ABACUS CORPORATIO [ select ]

Supplier Part Number:

Contract List: [ ] [ ] [ ] [ ] Not On Contract

Contract #:

Quantity: 1

Unit of Measure: each

Price: \$150.00000

Amount: \$0.00000USD

Update Total

\* indicates required field

OK Cancel

**PR570681: eMail Upgrade Comparison**

Items: 1 Total: \$150.00000 USD

**NEW**

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: Printer, laser with extra cartridges

Commodity Code: Computer printers, Laser printers ( 20477 )

\*Supplier: ABACUS CORPORATION

Contact: ABACUS CORPORATIO [ select ]

Supplier Part Number:

Contract List: [ ] [ ] [ ] [ ] Not On Contract

Contract #:

Quantity: 1

Unit of Measure: each

Price: \$150.00000 USD

Amount: \$0.00000 USD

Update Total

OK Cancel

## Add Catalog Item

**Shopping Cart**

**PR561222: eMail Upgrade Comparison**

Items: 1 Total: \$150.00000USD

**2 Add Items**

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Keywords: ZENTOX

Search Reset Options

Options for type: evacatalogsearch

evacatalogsearch:

4 items found

Show Results: 20 per page View By: Price with Details

test key 1 and 4 zero com code 10190000 \$19.28000USD / case

Supplier: ZENTOX CORPORATION

Supplier Part #: 930477

Recycled/Green Product: ☐

Contract Type: 5-Optional

Contract #: 50535-11

Effective Date: Mon, 1 Aug, 2011

Contract Link: [ ? ]

Manufacturer Name: National Sanitary Supply

P-Cards Accepted: ☐

Service Areas: ☐

Small Business: ☐

Minority Owned Business: ☐

Woman Owned Business: ☐

Add to Cart Add to Favorites

**Refine your results**

Price

\$10.00000 - ... (1)

\$20.00000 - ... (1)

\$50.00000 - ... (1)

\$60.00000 - ... (1)

Commodity Code

Asphalts, Roads and ... (1)

Insects, Live ... (1)

Non destructive ... (1)

Non metals and pure ... (1)

Contract Number

50535-11 (3)

Contract Type

1-Mandatory Source (1)

5-Optional (1)

77-Agency Contract (1)

99 (1)

Recycled Product

False (3)

True (1)

Favorites

- Recent Choices -

**Access Shopping Cart**

**New Filter Fields to refine Search**

**New button for Checkout**

**Use checkbox & Compare button for side-by-side display of Catalog items**

**Detailed fields moved to right, Price, Qty and Button moved**

**Compare Items**

Item Image	Qty: 1	Add to Cart	Qty: 1	Add to Cart
Recycled/Green Product	<input type="checkbox"/>		<input type="checkbox"/>	
Price	\$19.28000 USD		\$24.95000 USD	
Description	test key 1		test key 2	
Supplier	ZENTOX CORPORATION		ZENTOX CORPORATION	
Supplier Part #	930477		930474	
Manufacturer	National Sanitary Supply		National Sanitary Supply	
Contract #	50535-11		50535-11	
Effective Date	21 Day(s)		21 Day(s)	
Contract Link	[ ? ]		[ ? ]	
Contract Number	50535-11		50535-11	
Contract Type	77-Agency Contract		1-Mandatory Source	
Hazardous Product				
Maximum Order				
Minimum Order				
Payment Term	NET 30		NET 30	
P-Card				
Service Areas				
Supplier FSN	123456789		123456789	
Information from Supplier	http://www.eva.virginia.gov/vendors/pages/newwebsite.htm		http://www.eva.virginia.gov/vendors/pages/newwebsite.htm	
Information from Manufacturer	http://dps.das.virginia.gov/dps/contracts/CoveContractDetail.aspx?ContractNumber=50535-11		http://dps.das.virginia.gov/dps/contracts/CoveContractDetail.aspx?ContractNumber=50535-11	
Effective Date				
Market Price	\$0.00000 USD		\$0.00000 USD	

## Punchout Item Return Screens

CURRENT

NEW

**No changes on Punchout screens**

**Currently, Checkout/return from a Punchout takes you to the Shopping Cart screen**


**You can see item count & dollars here.**

**In New version, Checkout/return takes you back to Add Items screen**

**Click Icon to open Shopping Cart screen**



Shopping Cart Screen

Shopping Cart removed as a 'Step'. Use the  icon on Catalog & Non-Catalog screens to see Shopping Cart (see screens previous page) .

1 Add Title

2 Add Items

3 Add Accounting Details

4 Checkout

PR561222: eMail Upgrade Comparison

Items: 1    Total: \$150.00000

Shopping Cart

Requisition

These are the items you have added to your requisition. You can edit, copy, or delete selected line items, and add new line items. If you change any values, update the total.

To hide this screen in the future, click the check box; to show the screen again, reset the default preference.

How To

Hide Details

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000USD	\$150.00000USD

Supplier: ABACUS CORPORATION

Contact: ABACUS CORPORATION-RICHMOND, VA

Commodity Code: Computer printers, Laser printers ( 20477 )

Contract Number:

Bill To: P194-Bill To Address - ADV Failover - 12-11-07

Small Business: ☒

Minority Owned Business: ☐

Woman Owned Business: ☐

Edit

Copy

Delete

Add Items

Total Cost: \$150.00000USD

Update Total

PR570681: eMail Upgrade Comparison

Items: 1    Total: \$150.00000 USD

Shopping Cart

Requisition

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you ...

Hide Details

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000 USD	\$150.00000 USD

Supplier: ABACUS CORPORATION

Contact: ABACUS CORPORATION-RICHMOND, VA

Commodity Code: Computer printers, Laser printers ( 20477 )

Contract Number:

Bill To: P194- DPS Mail Room

Small Business: ☒

Minority Owned Business: ☐

Woman Owned Business: ☐

Edit

Copy

Delete

Add from Catalog...

Add Non-Catalog Item...

Total Cost: \$150.00000 USD

Update Total

"Add Items"

becomes 2 Buttons

Add Accounting Details Screen

Shopping Cart

1 Add Title

2 Add Items

3 Add Accounting Details

4 Checkout

PR561222: eMail Upgrade Comparison

Items: 1    Total: \$150.00000USD

3 Add Accounting Details

Requisition

These are the accounting details for each line item. You can edit line item accounting details and split a line item (to create different accounting splits).

Accounting - by Line Item

Items in this request: 1

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000USD	\$150.00000USD

Fund: 100

Program: (no value)

Organization: 200

Agency: 063

Organization: (no value)

Object: (no value)

Job Number: (no value)

Edit

Split Accounting

PR570681: eMail Upgrade Comparison

Items: 1    Total: \$150.00000 USD

ACCOUNTING - BY LINE ITEM

Requisition

These are the accounting details for each line item. You can edit line item accounting details, as well as split a line item (to create different accounting splits).

Items in this request: 1

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000 USD	\$150.00000 USD

Fund: 100

Program: (no value)

Organization: 200

Agency: 063

Organization: (no value)

Object: (no value)

Job Number: (no value)

Edit

Split Accounting

No changes

8



## Checkout/Summary Screen

**Shopping Cart**

1 Add Title  
2 Add Items  
3 Add Accounting Details  
4 Checkout

PR561222: eMail Upgrade Comparison  
Items: 1 Total: \$150.00000USD

**CURRENT**

4 Checkout Requisition

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#)

Summary Approval Flow

Title: eMail Upgrade Comparison  
On Behalf Of: Kemper, Gail  
Entity Code: P194 [select]  
Fiscal Year: 2012 [select]  
Agency: (no value) [select]  
PO Category: R01 [select]  
VDH Requisition Number:  
ERP Requisition Number: test 2  
Do not send any items to eProcurement: ☐  
Send ALL items to eProcurement: ☐

**Line Items (1)** [Hide Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000USD	\$150.00000USD

Supplier: ABACUS CORPORATION  
Contact: ABACUS CORPORATION-RICHMOND, VA  
Commodity Code: Computer printers, Laser printers ( 20477 )  
Contract Number:  
Bill To: P194-Bill To Address - ADV Failover - 12-11-07  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☐

[Edit](#) [Copy](#) [Delete](#) [Add Items](#)

Total Cost: \$150.00000USD [Update Total](#)

Shipping  
See Line Item Shipping Details: ☐  
Ship To: DPS MAIL ROOM  
Deliver To: Homer Simpson  
Need-by Date:

Comments - Entire Requisition  
Comments:  
☐ include comment/attachment  
☐ mark attachment(s) as Proprietary and Confidential (This checkbox does not apply to approvers)  
[Add Attachment](#) [Delete](#)

"Add Items"  
becomes 2 Buttons

Comments/Attachments separate now!  
Add attachments without Comments  
on Header and Line Items

PR570681: eMail Upgrade Comparison **NEW** [Prev](#) [Submit](#) [Exit](#)

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: eMail Upgrade Comparison  
On Behalf Of: Kemper, Gail  
Use PCard: ☒  
PCard number: 9r1Pcard  
Entity Code: P194 [select]  
Fiscal Year: 2012 [select]  
Agency: (no value) [select]  
PO Category: (no value) [select]  
Header Cross Reference:  
ERP Requisition Number: test 2  
Do not send any items to eProcurement: ☐  
Send ALL items to eProcurement: ☐  
My Labels: [Apply Label...](#)

**Line Items (1)** [Hide Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000 USD	\$150.00000 USD

Supplier: ABACUS CORPORATION  
Contact: ABACUS CORPORATION-RICHMOND, VA  
Commodity Code: Computer printers, Laser printers ( 20477 )  
Contract Number:  
Bill To: P194- DPS Mail Room  
Small Business: ☒  
Minority Owned Business: ☐  
Woman Owned Business: ☐

[Edit](#) [Copy](#) [Delete](#) [Add from Catalog...](#) [Add Non-Catalog Item...](#)

Total Cost: \$150.00000 USD [Update Total](#)

**SHIPPING - ENTIRE REQUISITION**

See Line Item Shipping Details: ☐  
Ship To: DPS MAIL ROOM  
Deliver To: Nobody  
Need-by Date:

**COMMENTS - ENTIRE REQUISITION**

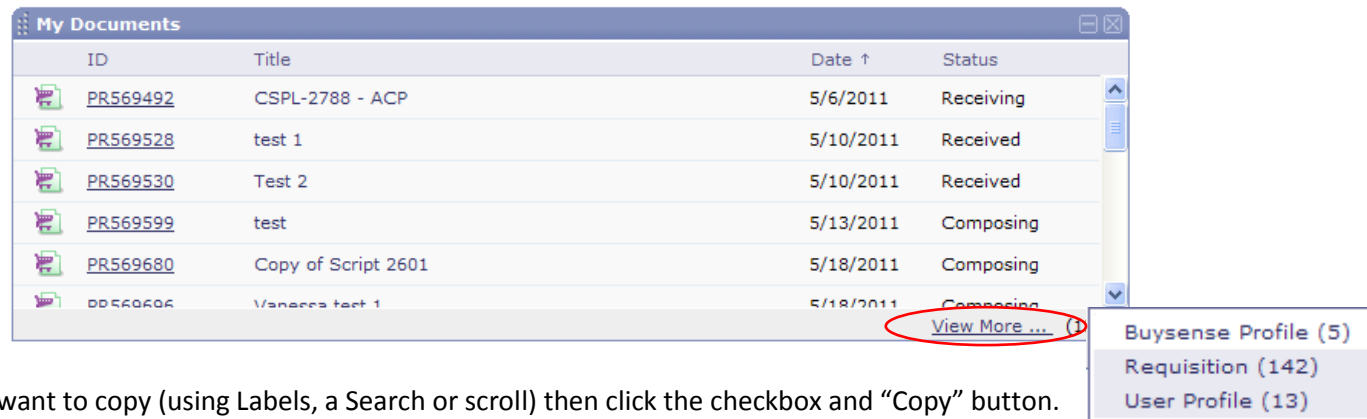
Comments:  
☐ Visible to Supplier  
☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

**ATTACHMENTS - ENTIRE REQUISITION**

[Add Attachment](#)

## Copy a Requisition

The process for copying a Requisition is very similar in the new eMail, but the initial steps are different. Begin by going to the “My Documents” window on your Home tab. Click on the “View More...” link at the bottom of the window and select “Requisition” which will take you to the Requisition Search page.

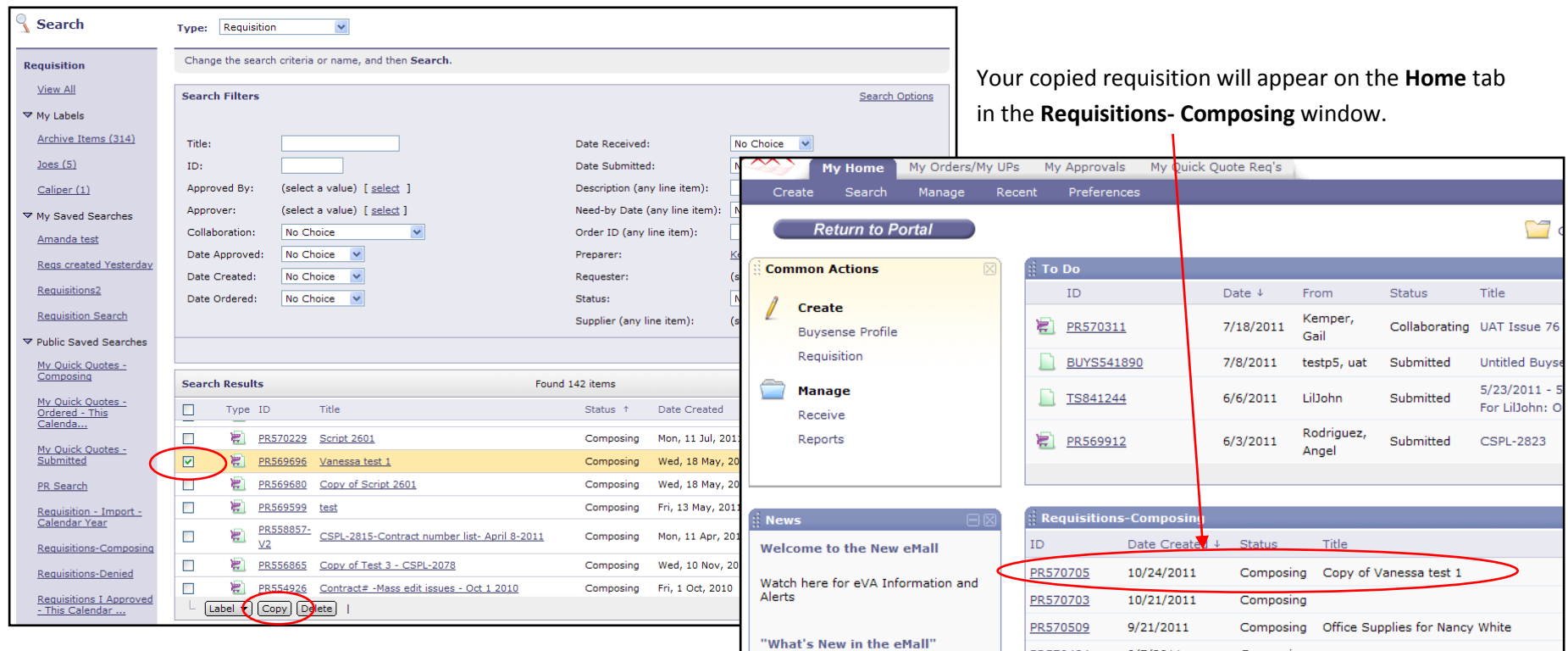


ID	Title	Date ↑	Status
<a href="#">PR569492</a>	CSPL-2788 - ACP	5/6/2011	Receiving
<a href="#">PR569528</a>	test 1	5/10/2011	Received
<a href="#">PR569530</a>	Test 2	5/10/2011	Received
<a href="#">PR569599</a>	test	5/13/2011	Composing
<a href="#">PR569680</a>	Copy of Script 2601	5/18/2011	Composing
<a href="#">PR569686</a>	Vanessa test 1	5/18/2011	Composing

View More ... (1)

- Buysense Profile (5)
- Requisition (142)
- User Profile (13)

Find the requisition you want to copy (using Labels, a Search or scroll) then click the checkbox and “Copy” button.



**Search** Type: Requisition

Change the search criteria or name, and then Search.

**Search Filters**

Title:  Date Received:  No Choice

ID:  Date Submitted:

Approved By: (select a value) [select] Description (any line item):

Approver: (select a value) [select] Need-by Date (any line item):

Collaboration: No Choice Order ID (any line item):

Date Approved: No Choice Preparer:

Date Created: No Choice Requester:

Date Ordered: No Choice Supplier (any line item):

**Search Results** Found 142 items

Type	ID	Title	Status	Date Created
<input type="checkbox"/>	PR570229	Script 2601	Composing	Mon, 11 Jul, 2011
<input checked="" type="checkbox"/>	PR569686	Vanessa test 1	Composing	Wed, 18 May, 2011
<input type="checkbox"/>	PR569680	Copy of Script 2601	Composing	Wed, 18 May, 2011
<input type="checkbox"/>	PR569599	test	Composing	Fri, 13 May, 2011
<input type="checkbox"/>	PR558857-V2	CSPL-2815-Contract number list- April 8-2011	Composing	Mon, 11 Apr, 2011
<input type="checkbox"/>	PR556865	Copy of Test 3 - CSPL-2078	Composing	Wed, 10 Nov, 2010
<input type="checkbox"/>	PR554926	Contract# -Mass edit issues - Oct 1 2010	Composing	Fri, 1 Oct, 2010

Label Copy Delete

**My Home** My Orders/My UPS My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

Return to Portal

**Common Actions**

- Create
  - Buysense Profile
  - Requisition
- Manage
  - Receive
  - Reports

**To Do**

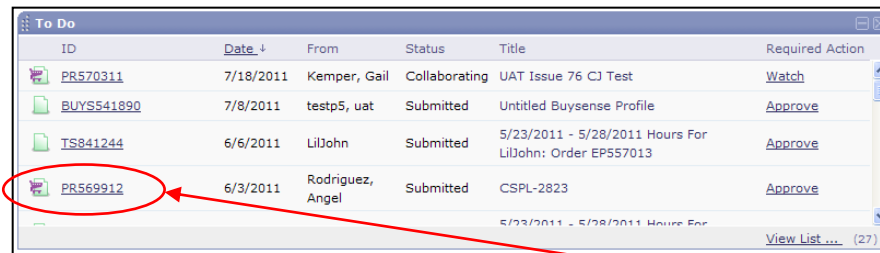
ID	Date ↓	From	Status	Title
<a href="#">PR570311</a>	7/18/2011	Kemper, Gail	Collaborating	UAT Issue 76
<a href="#">BUY5541890</a>	7/8/2011	testp5, uat	Submitted	Untitled Buys
<a href="#">TS841244</a>	6/6/2011	LiJohn	Submitted	5/23/2011 - 5 For LiJohn: O
<a href="#">PR569912</a>	6/3/2011	Rodriguez, Angel	Submitted	CSPL-2823

**Requisitions-Composing**

ID	Date Created ↓	Status	Title
<a href="#">PR570705</a>	10/24/2011	Composing	Copy of Vanessa test 1
<a href="#">PR570703</a>	10/21/2011	Composing	
<a href="#">PR570509</a>	9/21/2011	Composing	Office Supplies for Nancy White

## Approving a Requisition

In the new eMail Approvers use the “To Do” window on the ‘Home’ or ‘My Approvals’ tabs to find requisitions that need their attention.



ID	Date	From	Status	Title	Required Action
PR570311	7/18/2011	Kemper, Gail	Collaborating	UAT Issue 76 CJ Test	<a href="#">Watch</a>
BUYS541890	7/8/2011	testp5, uat	Submitted	Untitled Buysense Profile	<a href="#">Approve</a>
TS841244	6/6/2011	LiJohn	Submitted	5/23/2011 - 5/28/2011 Hours For LiJohn: Order EP557013	<a href="#">Approve</a>
PR569912	6/3/2011	Rodriguez, Angel	Submitted	CSPL-2823	<a href="#">Approve</a>

**Without Accounting Codes:** Approvers not needing to see accounting code detail can click the **requisition number (ID)** to review details and approve/deny/edit/print.

Approval Summary

Miller, Torrey : \$2,500.00000USD

PR557952 : test 703

Hide Details

No.	Type	Solicit	Description	Qty	Unit
1			703_test	5	each

Supplier: TORREY'S MINISTRIES  
Contact: TORREY-CHESTERFIELD  
Commodity Code: Motorized cycles, Scooters ( 07153 )  
Contract Number:  
Bill To: P194- DPS Mail Room  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☐

Approval Flow

Legend: ☐ Pending ☐ Active ☒ Approved ☐ Denied ☐ Watcher

PR557952 ☒ Miller, Torrey (P194-Approve \$1) ☒ Rodriguez, Angel (P194-Approve \$1)

Add Approver

ARIBA<sup>®</sup> SPEND MANAGER

My Home My Orders/My UPS My Approvals

Create Search Manage Recent Preference

PR569912 - CSPL-2823

Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details ...

Back Edit Approve Deny Print

Summary Approval Flow Orders Receipts History

Title: CSPL-2823

Use PCard: ☐

PCard number:

Entity Code: P194

Fiscal Year: 2011

Agency: (no value)

PO Category: R01

Header Cross Reference:

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☒

My Labels: ☐ Apply Label...

Line Items (1)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			- Login to Ariba with an e2e access - Create a	1	each	\$50.00000 USD	\$50.00000 USD

Supplier: XPEDX NORTH  
Contact: LOCATION NAME REQUIRED  
Commodity Code: Social development and services, Other Social d...  
Contract Number: P194-655-1  
Bill To: P194- DPS Mail Room  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☒

Total Cost: \$50.00000 USD

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: ☐

Ship To: DPS MAIL ROOM  
Deliver To: Angel Rodriguez  
Need-by Date: Wed, 29 Jun, 2011

COMMENTS - ENTIRE REQUISITION

Add Comment

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

**With Accounting Codes:** For Approvers needing to see the accounting codes, click on the **Approve** link to quickly review the line items & all accounting.

Click the req# here to view full requisition including Header fields

PR569912 - On Behalf Of : Rodriguez, Angel Total : \$50.00000 USD

**Line Items (1)**

No.	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		Login to Ariba with an e2e access - Create a	1	each		\$50.00000 USD	\$50.00000 USD

Supplier: XPEDX NORTH  
Contact: LOCATION NAME REQUIRED  
Commodity Code: Social development and services, Other Social d...  
Contract Number: P194-655-1  
Bill To: P194- DPS Mail Room  
Small Business: ☐  
Minority Owned Business: ☐  
Woman Owned Business: ☒  
Accounting:  
Cost Allocation: 100%  
Fund: 100  
Program: (no value)  
Organization: 200  
Agency: 063  
Organization: (no value)  
Object: (no value)  
Job Number: (no value)

Your accounting code structure will display

**APPROVAL FLOW**

Legend: ☒ Watcher ☒ Approved ☒ Active

PR569912

Miller, Torrey (P194-CommodityApprover) ☒ Approved

P194-Comm Watch1 ☒ Approved

Kemper, Gail ☒ Approved

Add Approver

**COMMENTS**

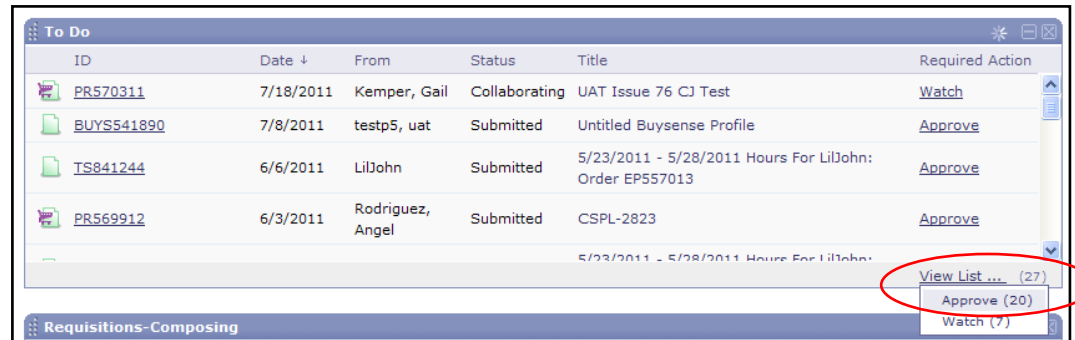
Add Comment

**ATTACHMENTS**

Add Attachment

Request PR569912 of 20

**Multiple Approvals:** To approve multiple Requisitions at the same time, in the “To Do” window click the “View List...” link at the bottom of the window and then select “Approve”.



ID	Date ↓	From	Status	Title	Required Action
<a href="#">PR570311</a>	7/18/2011	Kemper, Gail	Collaborating	UAT Issue 76 CJ Test	<a href="#">Watch</a>
<a href="#">BUYS541890</a>	7/8/2011	testp5, uat	Submitted	Untitled Buysense Profile	<a href="#">Approve</a>
<a href="#">TS841244</a>	6/6/2011	LilJohn	Submitted	5/23/2011 - 5/28/2011 Hours For LilJohn: Order EP557013	<a href="#">Approve</a>
<a href="#">PR569912</a>	6/3/2011	Rodriguez, Angel	Submitted	CSPL-2823	<a href="#">Approve</a>

View List ... (27)  
Approve (20)  
Watch (7)

**Approve Requests**

You are included in the approval flow for these requests, and you can view a summary of a request before taking action, click the request's ID or title.

[Back](#)

**You have 20 requests awaiting your approval.**

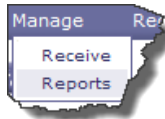
Click the checkbox for each item to be approved and then click “Approve” button.

<input type="checkbox"/>	Type	ID	Date Submitted ↓	Requester	Status	Title	Total
<input type="checkbox"/>		<a href="#">BUYS541890</a>	Fri, 8 Jul, 2011	testp5, uat	Submitted	<a href="#">Untitled Buysense Profile</a>	
<input type="checkbox"/>		<a href="#">TS841244</a>	Mon, 6 Jun, 2011	LilJohn	Submitted	<a href="#">5/23/2011 - 5/28/2011 Hours For LilJohn: Order EP557013</a>	8 hour
<input type="checkbox"/>		<a href="#">PR569912</a>	Fri, 3 Jun, 2011	Rodriguez, Angel	Submitted	<a href="#">CSPL-2823</a>	\$50.00000 USD
<input type="checkbox"/>		<a href="#">TS841236</a>	Thu, 2 Jun, 2011	LilJohn	Submitted	<a href="#">5/23/2011 - 5/28/2011 Hours For LilJohn: Order EP557013</a>	24 hour
<input type="checkbox"/>		<a href="#">PR569889</a>	Tue, 31 May, 2011	Rodriguez, Angel	Submitted	<a href="#">Tesing 3.8 - RQN from eMail</a>	\$100,000.00000 USD
<input type="checkbox"/>		<a href="#">PR569888</a>	Tue, 31 May, 2011	Rodriguez, Angel	Submitted	<a href="#">Tesing 3.8</a>	\$100,000.00000 USD
<input type="checkbox"/>		<a href="#">PR569317</a>	Thu, 28 Apr, 2011	user30, user	Receiving	<a href="#">Retest -on behalf of-multiple lines-Receiving by Requester</a>	\$2,250.00000 USD
<input type="checkbox"/>		<a href="#">PR569254</a>	Tue, 26 Apr, 2011	atjon, u	Submitted	<a href="#">400 test ik</a>	\$12.00000 USD
<input type="checkbox"/>		<a href="#">PR569253</a>	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	<a href="#">400 test 5 - JK</a>	\$4.00000 USD
<input type="checkbox"/>		<a href="#">PR569252</a>	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	<a href="#">400 - test 4 - JK</a>	\$6.00000 USD
<input type="checkbox"/>		<a href="#">PR569249</a>	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	<a href="#">400 Test - JK</a>	\$2.00000 USD
<input type="checkbox"/>		<a href="#">PR569248</a>	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	<a href="#">Copy of Copy of #400</a>	\$2.00000 USD
<input type="checkbox"/>		<a href="#">QQ:QQ011561_AWD844</a>	Fri, 22 Apr, 2011	Caudill7, Shane	Ordered	<a href="#">SET-ASIDE FOR SMALL BUSINESSES-Copy of Script 3604</a>	\$500.00000 USD

[Approve](#) [Deny](#) [Delete](#) [Archive To Label](#) [Clean Up](#)

## Receiving for an Order

Access receiving in the new eMail using the 'Receive' link under "Manage" on Home tab or under the 'Manage' menu.



The new receiving screen has the same fields and functionality however the fields are organized differently on the screen. The main new feature is that you can add Attachments without adding a Comment.

**CURRENT**

Receipt RC200594: PCO200215 - UAT SPL 8

1 Select Request  
2 Select Receipt  
3 Receive or Verify Items  
4 Additional Info  
5 Summary

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Total
1	3	HP LaserJet 1220, JetDirect 170X Print Server U.S., IEEE-1284 A to B Parallel Cable, 2m, 7ft CAT5 black patch cord, Next day on-site warranty	each	0
2	1	LaserJet 3200, JetDirect 170X Print Server U.S., 7ft CAT5 black patch cord, Next day on-site warranty one year	each	0

Order ID: PCO200215  
Order Title: UAT SPL 8  
Supplier: SPC SYSTEMS LIMITED  
Contact: Wimbledon  
VDH Requisition Number:  
Close Order: ☐ Yes ☒ No  
Date: Thu, 20 Oct, 2011, 12:38 PM  
Processing Status: Receiving

Comments - Entire Receipt

Comments:

Add Attachment Delete

**NEW**

My Home My Orders/My UPs My Approvals My Q

Create Search Manage Recent Preferences

Receiving Steps

- 1 Select Request
- 2 Select Receipt
- 3 Receive
- 4 Additional Info
- 5 Summary

Receipt RC200594: PCO200215 - UAT SPL 8

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you ...

Accept All

Order ID: PCO200215  
Order Title: UAT SPL 8  
Supplier: SPC SYSTEMS LIMITED  
Contact: Wimbledon  
My Labels: [Apply Label...](#)

Date: Thu, 20 Oct, 2011, 12:38 PM  
Processing Status: Receiving  
Header Cross Reference:

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	3	HP LaserJet 1220, JetDirect 170X Print Server U.S., IEEE-1284 A to B Parallel Cable, 2m, 7ft CAT5 black patch cord, Next day on-site warranty	each	0	<input type="text"/>	<input type="text"/>	Thu, 20 Oct, 2011
2	1	LaserJet 3200, JetDirect 170X Print Server U.S., 7ft CAT5 black patch cord, Next day on-site warranty one year	each	0	<input type="text"/>	<input type="text"/>	Thu, 20 Oct, 2011

Close Order: ☐ Yes ☒ No

COMMENTS - ENTIRE RECEIPT

Comments:

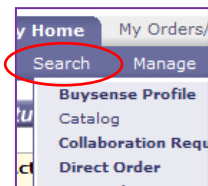
ATTACHMENTS - ENTIRE RECEIPT

Add Attachment

Comments/Attachments separate now!  
Add attachments without Comments

## Search

Search is the main focus of the new eMail. Begin by picking the type of item (Requisition, Order, etc.) you are looking for under “Search” menu. On the Search screen you have many search fields available but you only have to use those that will help you find your item. Not that your Labels are available to do ‘quick’ searching to see all items that have been tagged with that Label.



**Create Search**

Specify a search name, category, and criteria. With line item information, the search retrieves every document where any line item matches the specified value. [How To](#)

Search Name:

Category:

Filter Name	Value
Approved By:	(select a value) [ select ]
Date Created:	No Choice
Date Ordered:	
Date Received:	
Date Submitted:	
Description (any line item):	
Order ID (any line item):	
Preparer:	
Requisition ID:	
Requisition Title:	
Status:	
Supplier (any line item):	

**NEW**

**Search**

Type:

Change the search criteria or name, and then **Search**.

**Requisition**

[View All](#)

**Labels for quick search**

☒ My Labels

- [Archive Items \(314\)](#)
- [Joes \(5\)](#)
- [Caliper \(1\)](#)

☒ My Saved Searches

- [Amanda test](#)
- [Reqs created Yesterday](#)
- [Requisitions2](#)
- [Requisition Search](#)

☒ Public Saved Searches

- [My Quick Quotes -](#)

**Search Filters**

Title:	<input type="text"/>	Date Received:	No Choice
ID:	<input type="text"/>	Date Submitted:	No Choice
Approved By:	(select a value) [ select ]	Description (any line item):	<input type="text"/>
Approver:	(select a value) [ select ]	Need-by Date (any line item):	No Choice
Collaboration:	No Choice	Order ID (any line item):	<input type="text"/>
Date Approved:	No Choice	Preparer:	(select a value) [ select ]
Date Created:	No Choice	Requester:	(select a value) [ select ]
Date Ordered:	No Choice	Status:	No Choice
		Supplier (any line item):	(select a value) [ select ]

**Public Searches**

**Save frequent searches**



## Organizing Your Work

Currently eMail items (requisitions, orders, receipts, approvals, etc.) can be organized in folders. In the new eMail folders have been replaced with Labels. Just as opening a folder will list all items in that folder a Label acts like a 'quick search' to find and display a list of all items that have the same tag or label. There are some other differences but the important thing to remember is that instead of moving items to a folder you now have the option to 'apply' a Label to each item.

The screenshot displays the eVA system interface. On the left, the 'Explore Folders' section shows a tree structure with 'Ariba Folders' and 'Personal Folders'. The 'Personal Folders' section is highlighted with a red box, showing 'Joes' and 'Caliper' folders. A red arrow points from the 'Joes' folder to the 'My Labels' section in the 'Search' panel. The 'Search' panel is divided into 'Requisition' and 'My Labels' sections. The 'My Labels' section is highlighted with a red box, showing 'Archive Items (314)', 'Joes (5)', and 'Caliper (1)'. The 'Search' panel also includes 'My Saved Searches' and 'Public Saved Searches' sections. The 'Search' panel is highlighted with a blue box labeled 'NEW'. The 'Search' panel includes a 'Type' dropdown set to 'Requisition' and a 'Search' button. The 'Search Filters' section includes various filters such as 'Title', 'ID', 'Approved By', 'Approvers', 'Collaboration', 'Date Approved', 'Date Created', 'Date Ordered', 'Date Received', 'Date Submitted', 'Description (any line item)', 'Need-by Date (any line item)', 'Order ID (any line item)', 'Preparer', 'Requester', 'Status', and 'Supplier (any line item)'. The 'Search Results' section shows a table of 142 items found. The table has columns for 'Type', 'ID', 'Title', 'Status', 'Date Created', and 'Total'. The items listed are:

Type	ID	Title	Status	Date Created	Total
	PR569266-V2	1012-A - retest	Canceled	Thu, 23 Jun, 2011	\$0.00000 USD
	PR547157-V3	ACP Test 904-	Canceled	Fri, 20 Nov, 2009	\$0.00000 USD
	PR545134-V4	Test Case#231 - ASN vendor	Canceled	Tue, 30 Jun, 2009	\$0.00000 USD
	PR541182-V2	CSPL 785 - step 6 (2-2-09)	Canceled	Fri, 13 Mar, 2009	\$0.00000 USD
	PR570311	UAT Issue 76 CJ Test	Collaborating	Mon, 18 Jul, 2011	\$16,900.00000 USD

The 'Search Results' section also includes a 'Label' dropdown, 'Copy', and 'Delete' buttons.

**Requisition Example:** You can apply a Label when you create the Requisition or when you review/edit the Requisition or when you are approving a requisition or when you find the requisition on a Search screen.

Create Requisition

PR570681: Next Exit

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition ...

Requisition Header

Title:

On Behalf Of:

Use PCard: ☒

PCard number:

Entity Code:  [ select ]

Fiscal Year:  [ select ]

Agency:  [ select ]

PO Category:  [ select ]

Header Cross Reference:

ERP Requisition Number:

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

My Labels: 1 Apply Label...

Next Exit

PR570681: eMail Upgrade Comparison Prev Submit Exit

Review your requisition, make changes

Requisition Checkout

Title:

On Behalf Of:

Use PCard: ☒

PCard number:

Entity Code:  [ select ]

Fiscal Year:  [ select ]

Agency:  [ select ]

PO Category:  [ select ]

Header Cross Reference:

ERP Requisition Number:

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

My Labels: 1 Apply Label...

Line Items (1)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Printer, laser with extra cartridges	1	each	\$150.00000 USD	\$150.00000 USD

Supplier: ABACUS CORPORATION  
Contact: ABACUS CORPORATION-RICHMOND, VA  
Commodity Code: Computer printers, Laser printers ( 20477 )  
Contract Number:  
Bill To: P194- DPS Mail Room  
Small Business: ☒  
Minority Owned Business: ☐

Approve Requisition

PR569912 - CSPL-2823 Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the ...

Back Edit Approve Deny Print

Summary

Approval Flow

Orders

Receipts

History

Title: CSPL-2823

Use PCard: ☐

PCard number:

Entity Code: P194

Fiscal Year: 2011

Agency: (no value)

PO Category: R01

Header Cross Reference:

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☒

My Labels: 1 Apply Label...

Line Items (1)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Login to Ariba with an e2e access	1	each	\$50.00000 USD	\$50.00000 USD

Detail

Approve Requests

You are included in the approval flow for these requests, and you are required to approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Back

You have 20 requests awaiting your approval.

Type	ID	Date Submitted	Requester	Status	Title	Total
	BUYSS41890	Fri, 8 Jul, 2011	testp5, uat	Submitted	Untitled Buysense Profile	
	TS841244	Mon, 6 Jun, 2011	LiJohn	Submitted	5/23/2011 - 5/28/2011 Hours For LiJohn: Order EP557013	8 hour
	PR569912	Fri, 3 Jun, 2011	Rodriguez, Angel	Submitted	CSPL-2823	\$50.00000 USD
	TS841236	Thu, 2 Jun, 2011	LiJohn	Submitted	5/23/2011 - 5/28/2011 Hours For LiJohn: Order EP557013	24 hour
	PR569889	Tue, 31 May, 2011	Rodriguez, Angel	Submitted	Testing 3.8 - RQN from eMail	\$100,000.00000 USD
	PR569888	Tue, 31 May, 2011	Rodriguez, Angel	Submitted	Testing 3.8	\$100,000.00000 USD
	PR569317	Thu, 28 Apr, 2011	user30, user	Receiving	Retest -on behalf of-multiple lines-Receiving by Requester	\$2,250.00000 USD
	PR569254	Tue, 26 Apr, 2011	atjon, u	Submitted	400 test ik	\$12.00000 USD
	PR569253	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	400 test 5 - JK	\$4.00000 USD
	PR569252	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	400 - test 4 - JK	\$6.00000 USD
	PR569249	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	400 Test - JK	\$2.00000 USD
	PR569248	Tue, 26 Apr, 2011	Miller, Torrey	Submitted	Copy of Copy of #400	\$2.00000 USD
	QQ:QQ011561 AWD844	Fri, 22 Apr, 2011	Caudill7, Shane	Ordered	SET-ASIDE FOR SMALL BUSINESSES-Copy of Script 3604	\$500.00000 USD

Approve Deny Delete Archive To Label Clean Up

## 18

**Type:** Requisition

Change the search criteria or name, and then **Search**.

---

### Search Filters

[Search Options](#)

Title:	<input type="text"/>	Date Received:	No Choice
ID:	PR54	Date Submitted:	No Choice
Approved By:	(select a value) [ select ]	Description (any line item):	<input type="text"/>
Approver:	(select a value) [ select ]	Need-by Date (any line item):	No Choice
Collaboration:	No Choice	Order ID (any line item):	<input type="text"/>
Date Approved:	No Choice	Preparer:	(select a value) [ select ]
Date Created:	No Choice	Requester:	(select a value) [ select ]
Date Ordered:	No Choice	Status:	No Choice
		Supplier (any line item):	(select a value) [ select ]

**Error: Over 2,000 items found; Only 2,000 records will display.** Helpful Tip: Use one or more of the search filters above to find your transaction.

---

### Search Results

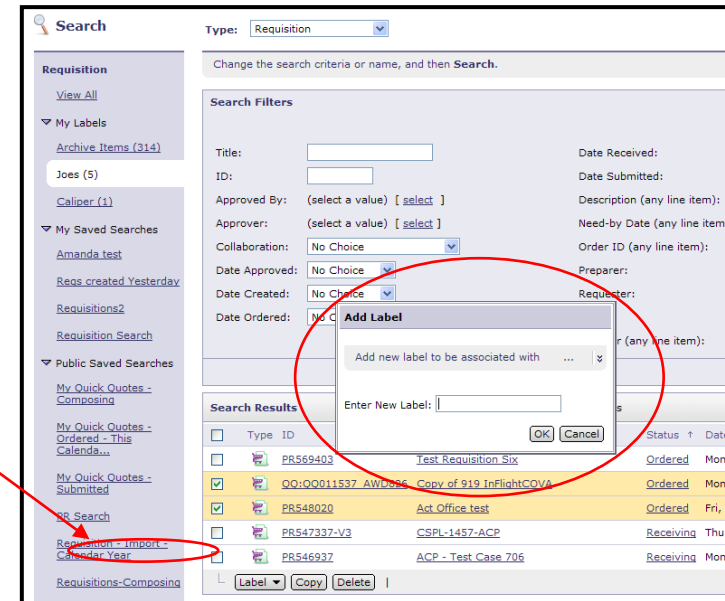
Found 2000 items

<input type="checkbox"/>	Type	ID	Title	Status ↑	Date Created	Total
<input type="checkbox"/>		PR547343	1303	Approved	Thu, 3 Dec, 2009	\$183.12000 USD
<input checked="" type="checkbox"/>		PR545613-V2	Maria - Test9 AR-2058 (PR2949532-V2 PROD SCENARIO)	Approved	Tue, 28 Jul, 2009	\$1,140.00000 USD
<input checked="" type="checkbox"/>		PR544630-V3	Test 13:3	Approved	Mon, 1 Jun, 2009	\$12.82000 USD
<input checked="" type="checkbox"/>		PR542233	ACTIVITY 1 PO 2	Approved	Wed, 18 Feb, 2009	\$750.00000 USD
<input type="checkbox"/>		PR544173-V2	Lenovo-khburnet-5429	Canceled	Wed, 9 Jun, 2010	\$0.00000 USD
<input type="checkbox"/>		PR549589-V2	Script 415	Canceled	Thu, 13 May, 2010	\$0.00000 USD

- Apply Label
- Archive Items
- Joes
- Caliper
- New Label

**Managing Labels:** Label creation is optional. Many users find they can easily find their items using the Search functionality instead of creating Labels. If you do decide to use Labels you will find that managing them is very different than Folders.

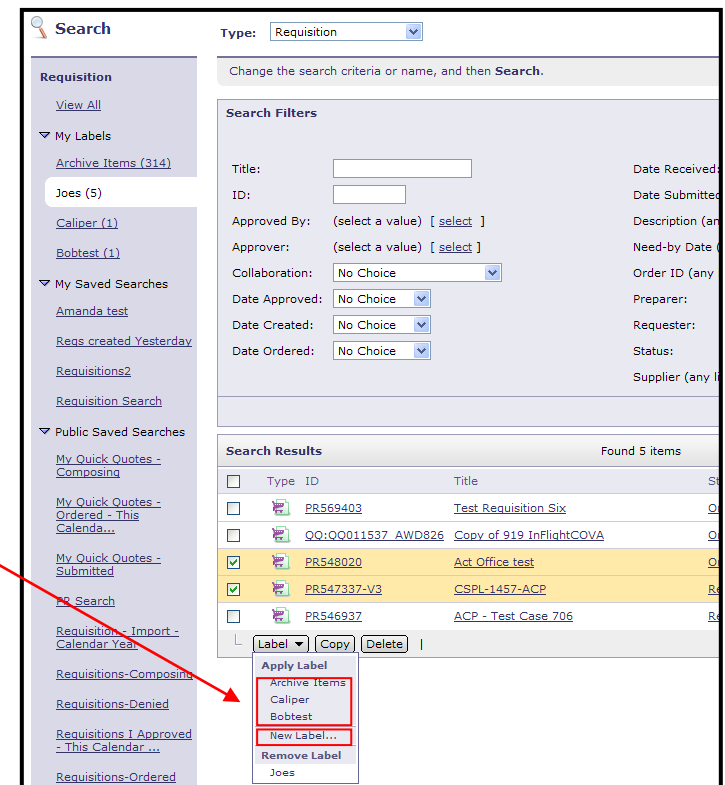
**New Labels:** add a label by selecting the **New Label...** option on any of the screens that allow you to apply a label.



**Renaming a Label:** labels cannot be renamed. Instead you must move items from the existing label to a new label (see below)

**Move Items:** to move items from one label to another items must be 're-labeled'.

1. from a Search screen use the existing Label to list all of the items;
2. select all items to be moved;
3. click **Label** button and either select an existing label or **New Label...** from the menu;
4. to remove the old label, use the new label to list the items and then select them all. Then follow 'remove label' instructions below.



**Delete/Remove a Label:** *Important, move items from a label **before** you delete it.* From a Search screen, find all the items associated with the Label that you want to remove. Next click the **Label** button and then select the label to be removed where it appears under the **Remove Label** section. The Label will be removed as a tag on the listed items and from your list of available Labels as well.

The screenshot displays the 'Search' interface with the 'Type' set to 'Requisition'. The left sidebar contains navigation links for 'My Labels' (including 'Joes (5)', 'Caliper (1)', and 'Bobtest (1)'), 'My Saved Searches', and 'Public Saved Searches'. The main area shows 'Search Filters' and 'Search Results' (Found 5 items). A dropdown menu is open over the 'Label' button, showing options: 'Apply Label', 'Archive Items', 'Caliper', 'Bobtest', 'New Label...', 'Remove Label', and 'Joes'. The 'Remove Label' option is highlighted with a red box, and a red arrow points from the instructional text to it.

Type	ID	Title
PR569403	Test Requisition Six	
QQ:QQ011537 AWD826	Copy of 919 InFlightCOVA	
PR548020	Act Office test	
PR547337-V3	CSPL-1457-ACP	
PR546937	ACP - Test Case 706	